Reporting Codes

Research Set-Aside Trip Reporting using the NMFS Call-in IVR System

<u>Confidential</u> code assigned to:

Researcher: «DLR»

Code: «CODE»

• Vessel Permit Number and Research Code are both needed to submit entries through the IVR system.

• Codes should be kept private and not disclosed to others.

Reporting Instructions

Research Set-Aside Trip Reporting
using the NMFS Call-in IVR System

This Research Set-Aside Call-in system is designed to collect information from vessels using a touch-tone telephone. Vessels must submit a call-in report at the start **and** end of each research trip. If you do not have a touch tone phone or you have any changes/corrections to make to any previously reported trip, please contact your local port agent (list attached).

➢ Before each trip

Call within 24 hours of leaving port to report that you are starting a research trip.

To report the <u>start</u> of your research trip: Call **1-888-284-4904**
1) To enter the start of a research trip, Press **3**
2) Enter the 6 digit vessel permit number followed by the # key
3) Enter your 4 digit research code followed by the # key
4) Press 1 to report the start of your research trip
5) Stay on the line to hear your confirmation number

Remember to report the end of your trip via the IVR Call-in system

➢ At the end of each trip

Call within 24 hours of landing and offloading to report the amount of quota-managed species landed (see the reporting worksheet for a list of the quota-managed species).

- Landing reports must be submitted whether or not you land quota-managed species.
- To submit a negative report, please enter "0" pounds for the state you land in and species you targeted.
- When submitting landings for a particular species, you do <u>not</u> need to report negative or "0" for species you did not land. It will be assumed that you did not land those species for which you do not report.

To report <u>landings</u> of quota monitored species: Call **1-888-284-4904**
1) To enter landings from a research trip, Press **3**
2) Enter the 6 digit vessel permit number followed by the # key
3) Enter your 4 digit research code followed by the # key
4) Press 2 to report the end of your research trip
5) Enter the 2 digit state code (where fish were landed) followed by the # key *
     Press **1** if correct, Press **2** if incorrect and you need to re-enter
6) Enter the 2 digit species code followed by the # key
     Press **1** if correct, Press **2** if incorrect and you need to re-enter
7) Enter the amount of pounds landed followed by the # key
     Press **1** if correct, Press **2** if incorrect and you need to re-enter
8) Press **1** to get a confirmation number and exit the system
   Press **2** to enter landings for another species
   Press **3** to enter landings for another state

* State codes should be reported as the state where fish were originally landed.

Reporting Worksheet

Research Set-Aside Trip Reporting
using the NMFS Call-in IVR System

This worksheet is an example of the information needed to submit landings of quota-managed species from research vessels. It may be copied and used as a personal record for each report submitted using the IVR system.

Call phone number: **1-888-284-4904**

1) Press **3** to enter landings.

2) Enter your 6 digit vessel permit number and your 4 digit research code

Vessel Number							Research Code			

3) Follow the prompts to enter landings.

Species name	Species Code	State Code	Pounds Landed
Summer flounder	01		
Scup	03		
Illex squid	04		
Loligo squid	05		
Black sea bass	07		
Spiny dogfish	08		
Bluefish	09		
Cod (Unknown area)	10		
Cod (Gulf of Maine)	11		
Cod (Georges Bank)	12		
Haddock	13		

List of species codes for quota-managed species

Species	Code	Species	Code	Species	Code	Species	Code
Summer flounder	01	*Loligo* squid	05	Atl. bluefish	09	Haddock	13
Atl. mackerel	02	Butterfish	06	Cod (Unknown Area)	10		
Scup	03	Black sea bass	07	Cod (Gulf of Maine)	11		
Illex squid	04	Spiny dogfish	08	Cod (Georges Bank)	12		

List of state codes

State	Code	State	Code	State	Code	State	Code
Maine	22	Connecticut	07	Delaware	08	South Carolina	43
New Hampshire	32	New York	35	Maryland	23	Georgia	13
Massachusetts	24	New Jersey	33	Virginia	49	Florida	10
Rhode Island	42	Pennsylvania	41	North Carolina	36	Louisiana	21

Confirmation number for this trip